

JOB TITLE: **BATTALION CHIEF/SHIFT COMMANDER**

DEPARTMENT: **FIRE DEPARTMENT**

IMMEDIATE SUPERVISOR: **DIVISION CHIEF OF OPERATIONS**

DATE APPROVED: **03/31/2007**

NATURE OF WORK

This is a management position responsible for managing and supervising fire, rescue, and ems companies on an assigned shift. The work involves direct supervision of the company officers and indirect supervision of all other personnel of the assigned shift. The work involves participation in developing, planning and scheduling programs and work as related to the operational goals of the fire department. The position assists with formulation and implementation of management principles and practices and in maintaining and improving performance and service delivery standards. The position possesses effective authority to commit Fire Department and other city resources. The position is responsible for the day to day supervision, control, direction, evaluation, and management of shift personnel and their activities including emergency scene management of firefighting operations, rescue operations, delivery of emergency medical services, hazardous materials responses, and other activities as needed or directed. The incumbent works under the direction of the Division Chief of Operations with general direction from the Assistant Fire Chief and the Fire Chief.

PRE-QUALIFICATIONS FOR APPOINTMENT

- Must be a current employee of the fire department with a minimum of six years of experience with at least one year experience as a supervisor.
- A minimum of an Associates Degree in Fire Science and Technology, Public Administration or Emergency Management and Administration or related field is preferred; or any equivalent combination of experience and training.
- Must have attained certification as a Firefighter I and II, Officer I and II, Hazardous Materials Technician, Inspector I and Instructor I.
- Must possess a valid Arkansas Driver's license without record of suspension or revocation.
- Must pass a Civil Service examination.
- Must pass the department physical agility examination.
- Must pass a required physical examination.
- Must have no felony convictions.
- Must possess ability to work with computer word processors, spreadsheets, databases and other electronic mediums.

ESSENTIAL JOB FUNCTIONS

- Directly supervises the Company Officers of the assigned shift.
- Responds to emergencies and calls for service and manages operations of personnel.
- Establishes Incident Command at emergency scenes and manages resources as needed.

- Supervises and reviews activities of shift personnel.
- Plans and coordinates daily activities of shift personnel in concert with training, inspections, maintenance, and public activities.
- Reviews daily activities of shift personnel, ensures departmental activity goals are met.
- Coordinates and manages shift personnel work schedules, leave requests, training requests, etc.
- Conducts evaluations of immediate subordinate personnel, reviews evaluations of other personnel assigned to shift, provides feedback to subordinate personnel.
- Prepares and administers disciplinary actions against subordinate personnel in the form of counseling sessions, and reprimands.
- Reviews shift personnel abilities, makes requests/recommendations to Training Officer and Division Chief of training needs.
- Assists subordinates with projects, special activities and assignments.
- Assists with development of policies and procedures.
- Inspects fire stations, apparatus, equipment, and personnel to ensure operational readiness.
- Attends various seminars, educational programs and series related to emergency management responsibilities.
- Assists with service delivery planning and goal setting.
- Administers and enforces City, Civil Service, and Department Policies.
- Coordinates and monitors building maintenance and repairs through Assistant Fire Chief.
- Identifies needs of the department and makes recommendations to the Fire Chief.
- Assists city staff with department service and involvement in city events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

REQUIREMENTS OF WORK

Requires considerable experience in fire and ems operations at an operational and management level, which provides the following skills, knowledge and abilities.

- Sound working knowledge of all emergency techniques and procedures authorized by the SFD or other nationally recognized good practice.
- Thorough knowledge of all policies, rules and regulations, and S.O.G.s of the City, Civil Service Commission, and Fire Department.
- Working knowledge of the uses, operations, maintenance requirements, and locations of fire fighting, ems, rescue, haz-mat, special operations, and other emergency equipment tools and apparatus used by the department.
- Sound working knowledge of fire chemistry, building construction, fire and building codes, inspection principles and practices, emergency operations, ems care and operations, emergency incident management and the ability to apply this knowledge to specific situations.
- Thorough knowledge of the Incident Command System and the ability to apply it in emergency events.
- Ability to communicate effectively verbally and in writing with diverse groups within the department, city and community.

- Ability to recognize and identify issues that need to be addressed and to take appropriate corrective action.
- Ability to interact effectively with citizens, community leaders, city administration personnel, department supervisors, and subordinates at all levels.
- Ability to resolve conflict at the lowest possible level.
- Ability and skills necessary to operate computer software and develop advanced reports and documents.
- Ability to develop programs and deliver requests and presentations to the Fire Chief, City Council and City Administrative Staff.
- Ability to maintain Arkansas state EMT certification.
- Ability to maintain personal physical fitness consistent with department standards.